

CLASS TITLE: PRINCIPAL PREAUDIT CLERK

Class Code: 02451400

Pay Grade: 14A

EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform preaudit work of a difficult nature involving the examination of documents in connection with encumbrance, disbursement and receipts procedures in order to determine their accuracy, legality and propriety before payment is made; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom assignments are received in outline form; work is reviewed for conformance with state laws, departmental rules and policies.

SUPERVISION EXERCISED: As required, supervises and reviews the work of Preaudit Clerks for accuracy and compliance with prescribed methods and procedures.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform preaudit work of a difficult nature in connection with payrolls and pension payments or, as assigned, in connection with the payment of vouchers other than payrolls such as emergency orders, memorandum orders, travel vouchers, refunds, public assistance and regular and special vouchers.

To examine personnel action forms and payroll vouchers or other vouchers in order to assure that payment and changes in payment have been properly authorized and that such payments and changes are made as authorized.

To verify the mathematical accuracy of payroll deductions such as retirement, medical insurance, federal and state taxes, savings bonds, etc., by making routine and complex calculating machine computations; as assigned, to verify the accuracy of other regular and special vouchers.

To assure the legality and propriety of payrolls and pension payments or of other regular and special vouchers by verifying their conformance to pertinent provisions of federal and state laws, the Personnel Rules, contractual agreements and administrative regulations.

To recommend changes in procedures and forms pertaining to pensions and payrolls or other regular and special vouchers.

To supervise the work of Preaudit Clerks engaged in preauditing such payrolls or vouchers.

To follow important technical written memoranda pertaining to prescribed preauditing and financial procedures.

To provide advice and information to clericals in the various departments and agencies concerning the proper processing of forms and vouchers relating to encumbrance, disbursement or receipts procedures.

To operate video data terminals to update state payroll data.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the laws, rules and regulations relative to the payment of various types of payrolls and vouchers; a working knowledge of the methods and procedures commonly used in performing clerical audits of such payrolls and vouchers and the ability to perform final clerical audits and reviews of such documents; the ability to operate a calculating machine involving the making of a variety of routine and difficult computations; the ability to supervise and review the work of Preaudit Clerks for accuracy and compliance with prescribed methods and procedures; an elementary knowledge of computer methods and procedures related to the processing of financial documents; the ability to understand and put into effect oral and written directions of a difficult and technical nature; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school including or supplemented by courses in the operation of calculating machines and in business methods and practices.

Experience: Such as may have been gained through: employment in a responsible clerical position in a large private organization or governmental agency involving the auditing and reviewing of a variety of payrolls, with a large number of varied deductions, and vouchers for payment and including related calculating machine operations.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: October 4, 1981

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